

Reference	SOP 09
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The aim of this document is to ensure the safe operation of mobile plant and the provision of safe vehicle and pedestrian segregation on all Hazardous Waste sites.

**Process Mapping and Risk Assessment** – The site Manager is to produce and update a process map which identifies all vehicular and pedestrian activities on site. Completed map and activity risk assessments are recorded on OBi

**Traffic Management Plan** - Site Manager to produce a traffic management plan in accordance with the HSE guidance document 'Waste 09' and the divisional template. A hard copy is available in the site office. An electronic copy is stored on OBi

**Training and Induction of staff** – All plant operatives are appropriately trained. All site staff must be made aware of site traffic and pedestrian segregation rules and their induction must include reference to the local traffic management plan in accordance with the Divisional training matrix. All mobile plant operatives sign a quarterly plant operative's declaration form QF 659/200.

**Control of Site Users** – Local induction is prepared for visitors, customers and contractors and must be used in accordance with divisional procedure SOP 10 Induction and GNHW 03 'Control of Contractors'. Vehicle access routes, signage, barriers and walkways are provided and maintained to ensure vehicle/pedestrian segregation. Local rules and SSoW's must be strictly followed in operational areas.

**Mobile plant operation** – Operations and maintenance are carried out in accordance with the manufacturers operating manual, drivers trained and assessed, local traffic plan and divisional procedures and guidance. A revised traffic plan is agreed with Contractors and communicated to site staff prior to the commencement of any projects carried out on site.

**Review** – Short daily briefings are held by site staff at the start of the day. This should include discussion of any activity that may interrupt the normal flow of traffic and pedestrians. Operatives report traffic and pedestrian near misses and hazards as they occur.  
The Safety Improvement Team review all traffic control and pedestrian segregation issues and trends on a monthly basis. Local rules are amended accordingly.  
A traffic review (Group IMS SHEQ Vehicle Pedestrian Assessment) is completed and process maps updated by the Site Manager on an annual basis or following significant operational changes.